



U.S. General Services Administration



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA's Advantage is: <http://www.gsaadvantage.gov>

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS) FSS GROUP 71, PART 2, SECTION K
SINs 712-1, 712-2, 712-3, 712-4, 712-6

CONTRACT NO. GS-29F-0030R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

**CONTRACT PERIOD:
6/30/2005 to 6/29/2020**

CONTRACTOR:

MOI Inc.
2923 Lord Baltimore Drive
Baltimore, MD 21244
CCR: 1998D043747

Phone: 410 265 5600
Fax: 410 265 5699
email: info@moi.com
Web Site: <http://www.MOI.com>

CAGE CODE: 04AD4
FEIN: 52-1285474
NAICS: 421210
SIC: 2521; 2522
DUNS: 10-1459402

INTERNAL CONTACTS: Order Placement – Brian Bates 443-780-2074
Contract Administration – David Noel 443-780-2003

BUSINESS SIZE: LARGE

CUSTOMER INFORMATION:

1. SPECIAL ITEM NUMBERS

712-1 Project Management (Furniture/Furnishings Related)
712-2 Asset Management
712-3 Reconfiguration/Relocation Management -
(Furniture/Furnishings Related)
712-4 Furniture Design / Layout
712-6 Assets Maintenance (Furniture / Furniture Related)

2. MAXIMUM ORDER:

712-1: \$500,000
712-2: \$500,000
712-3: \$500,000
712-4: \$500,000
712-6: \$500,000

3. MINIMUM ORDER:

None

4. GEOGRAPHIC COVERAGE:

Domestic United States and Territories

5. POINTS OF PRODUCTION:

Baltimore, Maryland ; Washington, DC ; Richmond, Virginia ; Virginia Beach, Virginia

6. GSA DISCOUNT FROM LIST:

Net

7. QUANTITY DISCOUNTS:

None

8. PROMPT PAYMENT TERMS: Net 30 Days

9. GOVERNMENT CREDIT CARD: Government credit cards will be accepted at or below the micro threshold amount.

10. FOREIGN ITEMS:

None

11a. TIME OF DELIVERY:	As specified in each task order
11b. EXPEDITED DELIVERY:	None
11c. OVERNIGHT AND 2 ND DAY DELIVERY:	None
11d. URGENT REQUIREMENTS:	None
12. F.O.B. POINTS:	Destination
13. ORDERING ADDRESS:	MOI Inc. 2923 Lord Baltimore Drive Baltimore, MD 21244
14. PAYMENT ADDRESS:	MOI Inc. P.O. Box 826500 Philadelphia, PA 19182-6800
15. WARRANTY:	Standard commercial warranty
16. EXPORT PACKAGING CHARGES	Not applicable
17. GOVERNMENT CREDIT CARDS ACCEPTED:	Government credit cards will be accepted at or below the micro threshold amount
18. TERMS & CONDITIONS FOR MAINTENANCE & REPAIR:	Not applicable
19. INSTALLATION SERVICES:	Per job based on Statement of Work (SOW) requirements
20. TERMS & CONDITIONS FOR MAINTENANCE & REPAIR:	Not applicable
21. SERVICE & DISTRIBUTION: POINTS:	Not applicable
22. LIST OF PARTICIPATING: DEALERS:	Not applicable
23. PREVENTATIVE MAINTENANCE:	Not applicable
24. SPECIAL ATTRIBUTES:	Not applicable
25. DUNS:	10-1459402
26. SAM REGISTRATION:	MOI, Inc. is registered in the SAM database





GSA Approved Rates

SIN's 712-1 – Project Management

<u>Labor Categories</u>	<u>GSA Net Hourly Rates</u>
Senior Project Manager	\$75.00
Project Manager	\$65.00

SIN 712-2- Asset Management

<u>Tasks</u>	<u>Per Unit</u>
Items Tracked in Inventory Software	piece (\$4.00)
Items Tracked out Inventory Software	piece (\$3.00)
Storage Price for Holding Inventory	piece (\$1.50)

SIN 712-3- Reconfiguration/Relocation Management (Furniture/Furniture Related)

<u>Labor Categories</u>	<u>GSA Net Hourly Rates</u>
Foreman	\$55.00
Foreman Overtime	\$82.50
Installer	\$50.00
Installer-Overtime	\$75.00
Truck Driver/Crew Leader/Foreman	\$52.50
Truck Driver/Crew Leader/Foreman Overtime	\$78.75
Truck Usage for Box Truck	<u>Per Unit</u>
Box Truck Usage	\$200.00/day

SIN 712-4 – Furniture Design/Layout

<u>Labor Categories</u>	<u>GSA Net Hourly Rates</u>
Principal Designer	\$75.00
Staff Designer	\$65.00

SIN 712-6 - Assets Maintenance (Furniture/Furniture Related)

<u>Labor Categories</u>	<u>GSA Net Hourly Rates</u>
Furniture Technician Repair	\$62.00
Furniture Technician Repair-Overtime	\$93.00



PERSONNEL POSITION DESCRIPTION

Position: *Senior Project Manager*

Education: High school

Job Experience: 5+ years' of experience Position

Description:

- Works closely with assigned Project Managers and their teams to help provide oversight on projects and team performance
- Provides training, guidance, and oversight to PM's on the team including participating in planning, pre-installation, construction, bid presentation and project planning meetings
- Oversees project planning including project timeliness and installation schedules
- All other duties listed under Project Manager below

Position: *Project Manager*

Education: High school

Job Experience: 2-4 years' of experience Position

Description:

- Coordinating initial project meetings with Sales and Design to review project scope and establish Project Control Documentation
- Review and verify specifications in conjunction with Design and Sales
- Identify, manage and review changes to project scope and timelines including impact on product and installation budget and timing of installation
- Management of manufacturer lead times to achieve project time lines
- Coordination of pre-installation meetings involving sales, design and installation personnel
- Regular status reports to the client/ in house personnel
- Coordination of all schedules for labor and materials with in-house personnel, subcontractors and outside agencies
- On-site management of the installation and review and closeout of punch list
- Ensure sign off by client on all design and delivery certificates
- Review returned delivery tickets, installation and service purchase orders for exceptions, damages, needed parts and incomplete work and resolve with clients and MOI team



Position: *Principle Designer*

Education: **Bachelors or Arts/ Bachelors of Science in Interior Design or related field**

Job Experience: **7+ years**

Position Description:

- Lead and formulate design solutions
- Attend construction meetings
- Creates computer generated 3D renderings
- Analytical project thinking and planning skills
- Formal presentation of design intent
- Assist the designated client team with selecting furniture finish schemes for all spaces
- Verify directly or with project manager site dimensions, pertinent architectural and mechanical features
- Develop/ Finalize drawings and space plans supporting furniture placement and specifications
- Provide project documentation in printed and electronic formats
- Coordinate and obtain plan approval by the client agency and its subcomponents
- Incorporate CAD based drawings for building/ space shell
- Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately

Position: *Staff Designer*

Education: **Bachelors or Arts/ Bachelors of Science in Interior Design or related field**

Job Experience: **3-7 years**

Position Description:

- Formulate design solutions
- Assist the designated client team with selecting furniture finish schemes for all spaces
- Verify directly or with project manager site dimensions, pertinent architectural and mechanical features
- Develop/ Finalize drawings and space plans supporting furniture placement and specifications
- Provide project documentation in printed and electronic formats
- Coordinate and obtain plan approval by the client agency and its subcomponents
- Incorporate CAD based drawings for building/ space shell
- Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately

Position: *Driver/Crew Leader/Foreman*

Education: **High School Diploma**

Job Experience: **2-4 years' experience Driving Commercial Truck**

Position Description:

- Confirm correct contents for delivery
- Check truckload for security of product
- Delivery of product as confirmed on bill of lading paperwork
- Assist in off-load at final destination
- Obtain receiving sign-off and confirm condition of product at delivery
- Driver has supervisor responsibility at the installation site when a foreman is not present



Position: *Installation Foreman*

Education: High School Diploma

Job Experience: 4-6 years' experience in Furniture Installation

Position Description:

- Manage onsite installation
- Review furniture installation drawings
- Establish installation plan and sequencing
- Oversee proper installation of product
- Assure proper conduct and professionalism of crew
- Report damages and missing product
- Inspect workmanship of installation crew
- Prepare daily report of progress

Position: *Installer*

Education: High School Diploma

Job Experience: 1+ year experience in Furniture Installation using hand and power tools

Position Description:

- Unload product arriving at site
- Unbox and prepare furniture for installation
- Stage product for proper installation sequence
- Install furniture per furniture drawings
- Report any deficiencies
- Inspecting items and assigning conditions

Position: *Furniture Repair Technician*

Education: High School Diploma

Job Experience: 5 years' experience in Furniture Repair

Position Description:

- Assess furniture that needs repair
- Determine corrective action needed for repair
- Color matching and blending of wood repair
- Knowledge in graining

